

APPENDIX T
DIRECTORATE OF ORDNANCE AND EXPLOSIVES

DIRECTORATE OF ORDNANCE AND EXPLOSIVES (OE) is responsible for planning, programming, managing, coordinating, directing, controlling and executing the ordnance and explosives program. Implements Huntsville Center (HNC) project management policy and objectives as provided by CEHNC-DC.

1. Office of the Director.

a. Plans, directs, manages, and supervises the activities of the OE Directorate and is responsible for all program and project policy and procedural development.

b. Advises the Commander and his staff on his annual program/project budgets and schedules.

c. Coordinates with HNC elements, elements of other Corps of Engineers divisions/districts, customer agencies, and stakeholders for assigned program/project issues.

d. Maintain lines of authority, responsibility, and communication for the OE Team.

e. Fosters a work environment that provides for the care of our customers, employees, fiscal integrity, excellence and quality products and service.

f. Coordinates with other HNC elements to develop alternative resource and schedule recommendations for consideration by the project review board and the DE.

2. Business Team. The OE Business Team supports the overall OE Mission through steering OE program initiatives and business practices in a direction which will foster growth and efficiency of the OE program and ensure a quality product to our customers.

a. Responsible for development, execution, and coordination of OE business planning documents and strategic

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plans to include programmatic metrics for safety, cost, schedule, quality, communication, and customer service.

b. Responsible for acquisition planning for the OE Program, to include tracking utilization of contracts to assure availability of contract ceiling capacity for program execution.

c. Provides OE Program Support to CEMP-RF, HNC OE Design Center and Center of Expertise, Commander as required. Includes support for tasks such as defining the scope of the program, priority, cost-to-complete, efficiency of work processes, etc.

d. The business team will market on behalf of the entire Corps of Engineers the products provided, services performed, and potential capabilities of the work executed by the OE Team.

3. Mandatory Center of Expertise (MCX). The OE MCX provides general support to OE Design Centers and Removal Districts. To accomplish this, the OE MCX will:

a. As tasked by Headquarters, U.S. Army Corps of Engineers (HQUSACE), review Federal, Department of Defense (DOD), and Department of the Army (DA) regulations related to OE and develop and propose to HQUSACE implementation guidance to ensure USACE compliance.

(1) In coordination with the major subordinate commands (MSCs), develop and propose to CEMP-R evaluation criteria to establish prioritization for response at potential or confirmed OE sites in accordance with (IAW) applicable Federal, DOD, and DA regulations.

(2) For the purpose of determining appropriate removal actions, develop and propose to CEMP-R, evaluation criteria for assessing public risk at confirmed OE sites IAW applicable Federal, DOD, and DA regulations.

b. Review and provide comments and written concurrence or non-concurrence on OE and OE-related products IAW ER 1110-1-8153, dated 14 May 1999 appendices D, E, and F to ensure compliance with Federal, DOD, DA, and USACE OE safety and environmental regulations.

c. When requested by HQUSACE, participate in OE program Quality Reviews and Evaluations of MSCs. Participate in QA reviews of OE and OE related projects when requested by the MSC. Perform OE Assistance Visits to selected OE project sites to develop lessons learned, identify areas for improvement, and identify gaps in current policy and guidance.

d. Assimilate and analyze lessons learned from OE response projects and provide them to the HTRW MCX for inclusion in the USACE lessons learned database.

e. Have dedicated personnel available for telephonic or written inquiries from OE Design Centers, districts, MSCs, or HQUSACE regarding regulatory and OE safety and technical information for OE projects. This includes having personnel available for timely response to specific HQUSACE directed OE related assignments. Provide OE technical support to any USACE office conducting construction and/or HTRW operations in areas where OE is suspected or known to exist.

f. Review and evaluate OE detection and removal technology (primarily from DOD sponsored demonstrations and ongoing USACE OE detection and response projects). Propose and develop implementation guidance to ensure USACE techniques are the most efficient and effective.

g. Provide expertise in the development and transitioning of innovative or advanced technology to project/field applications. In conjunction with OE project teams, develop advanced technology to the point that the Corps of Engineers (COE) will have a family of differing proven detection/removal procedures. This will allow COE Design Centers using one or several of these procedures on a project to reduce the risk to the to the public in a cost efficient manner.

h. Integrate policy, procedures, and regulations as well as evolving technology into reliable, cost efficient field applications for the COE.

i. Review OE research and development initiatives and projected USACE OE requirements and recommend through HQUSACE the input required ensuring that DOD is incorporating USACE future needs.

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j. Develop and submit technology application proposals to HQUSACE that will affect OE projects.

k. Develop and provide OE-specific contract requirements, including OE contractor personnel qualifications and work standards, for contract acquisition. Maintain current OE contract Data Item Descriptions (DID) for inclusion in every OE contract.

l. Assist HQUSACE in identifying OE program training requirements. Develop course material and provide instructor support for OE related PROSPECT training.

m. Assist HQUSACE and MSCs in reviewing and monitoring district OE qualifications as potential archives search, OE removal action executors, or OE Design Centers.

n. Assist HQUSACE in developing cost to complete methodology for OE IAW DOD/DA direction.

o. Maintain the expertise to assist HQUSACE, as technical experts, in discussing program-wide issues with the Department of Defense Explosives Safety Board (DDESB), the Office of the Surgeon General, the 52nd Ordnance Group Explosive Ordnance Disposal (EOD), the Chemical and Biological Defense Command (CBDCOM), research and development activities, and other affected elements and authorities.

p. On behalf of HQUSACE, serve as the proponent for negotiation of necessary studies for OE cost share projects at FUDS. The Office of Counsel (OC) supporting the OE MCX will serve as lead negotiator. The MSC Commander will approve and sign the decision document where total settlement cost at each site does not exceed \$6 million.

q. Develop the capability to field emergency response team within 24 hours of emergency notification; develop and implement emergency notification procedures so that HQUSACE is contacted within two hours of OE MCX notification.

r. Develop and provide an annual briefing and report to HQUSACE detailing OE MCX accomplishments, expenditure of current year funding, projection of next year funding, and OE-related issues with proposed resolutions.

4. Safety Group.

a. Maintains and reports on the collection of experience and exposure data regarding accidents, injuries, occupational illnesses and hazardous occurrences related to work on OE projects.

b. Establishes and maintains a technical capability to identify, investigate, and ensure the cleanup of unexploded ordnance, explosive waste, and military chemical agents from DOD Formerly Used Defense sites (FUDS), active, and base closure properties.

c. Performs safety and quality assurance oversight for OE projects, ensuring compliance with established procedures.

d. Ensure the USACE OE community is kept informed on OE safety and technical issues.

e. Maintains the classified TM 60 series publications to provide technical and OE safety information to USACE and USACE UXO contractors.

f. Provides OE Safety Specialist support to CEHNC Archives Search Report Team, the CEHNC Archives Search Report Technical Advisory Group (TAG), the CEHNC Chemical Warfare Team, and OE Design Center(s).

g. Reviews procedures and documents to provide OE safety and technical assistance and guidance when tasked.

h. Coordinates all USACE requests for explosive ordnance disposal (EOD) support with the 52nd Ordnance Group (EOD).

i. Have subject matter experts available for telephonic or written inquiries or to attend meetings regarding OE safety and technical information/support for OE projects.

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j. Ensures compliance with unexploded ordnance (UXO) procedures and the contractor's work and site safety and health plans by providing on-site OE safety specialists at OE Engineering Evaluation/Cost Analysis (EE/CA) and OE Construction Support projects.

5. Design Center. The OE Design Center provides direct support to MSCs and Removal Districts. To accomplish this, the OE Design Center:

a. Designates a point of contact (POC) for each OE project that will coordinate all OE project activities with the district PM.

b. Provides single POC for each Regional Business Center (RBC) to ensure effective communication and customer care.

c. Executes OE project activities and reviews and approve project documents IAW appendices D, E, or F of ER 1110-1-8153. Provides copies of project documents to USACE elements for review and approval IAW appendices D, E, or F of ER 1110-1-8153.

d. Prepares project-specific statements of work (SOW) and independent Government estimates (IGE) for OE response activities.

e. Contracts for OE design services; contracts for or assists the district approved to execute OE removal actions in contracting for removal actions.

f. Prepares budget, fact sheet, and schedule for each OE response project and updates and submits this information to the district PM on a regular basis.

g. Coordinates with the district PM to obtain the required environmental and historical documentation and approvals.

h. Provides engineering and design support for OE removal actions IAW ER 1110-1-12 (even when removal action is transferred to the district).

i. Oversees the OE safety and occupational health, technical, and administrative aspects of the field work for

design and removal actions. (The district will assume these responsibilities upon transfer of the removal action. See paragraph 9.c(9) of ER 1110-1-8153.)

j. Ensures that OE Manifest documents (when required) are properly prepared and signed by the appropriate personnel (unless the removal action is transferred to the district).

k. Stays abreast of and utilizes state-of-the-art technologies for OE response activities.

l. Provides OE public affairs support to the district PM as needed.

m. Implements lessons learned and recommends to the OE MCX changes needed in criteria, policy, and standards related to OE response.

6. Chemical Warfare Materiel (CWM) Design Center. The CWM Design Center will execute projects involving Chemical Warfare Materiel (CWM) in accordance with ER 1110-1-8153, including those paragraphs designating responsibilities for an OE Design Center (i.e., Paragraphs 9.d, 10.c.(3), 14.b.(3)(a), 14.d.(4), 14.e. and 14.f.). The CWM Design Center will also handle special projects on a case-by-case basis. Special Operations are those that have other than normal functions such as deploying a Controlled Detonation Chamber overseas in support of the Defense Threat Reduction Agency. To accomplish this, the CWM Design Center will:

a. Designate a point of contact (POC) for each CWM project that will coordinate all CWM project activities with the District PM.

b. Execute all Corps of Engineers CWM project activities, review and approve project documents IAW appendix F of ER 1110-1-8153. Provide copies of project documents to USACE elements for review and approval IAW appendix F of ER 1110-1-8153.

c. Prepare project specific statements of work (SOW) and Independent Government Estimates (IGE) for CWM response.

d. Contract for CWM design services.

e. Prepare budgets, fact sheets, and schedules for each CWM response Project. Submit this information to the district PM as required.

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- f. Coordinate with the district PM to obtain the required environmental and historical documentation as required.
- g. Provide engineering and design support for CWM removal actions, through the support of the CWM Team.
- h. Oversee the CWM safety and occupational health, technical, and administrative aspects of the field work for design and removal action for CWM.
- i. Ensure that CWM manifest documents (when required) are properly prepared and signed by the appropriate personnel.
- j. Stay abreast of and utilize state-of-the-art technologies for CWM response activities.
- k. Provide CWM public affairs support as needed.
- l. Implement lessons learned and coordinate with the OE MCX changes needed in criteria, policy, and standards related to CWM response.
- m. Coordinate and implement DOD and DA policy issues and changes as they occur.
- n. Maintain the capability to perform sampling and analysis of CWM and CWM breakdown products, either by contractor or other government agencies.
- o. Maintain the capability to perform monitoring of CWM and CWM breakdown products, either by contractor or other government agencies.
- p. Retain responsibility for all CWM site activities from the beginning of mobilization to the destruction on-site or transportation of CWM found. This includes during the assessment and interim storage.
- q. Provide a OE Safety Specialist to observe all site activities and ensure that unsafe or unauthorized activities do not occur.
- r. Coordinate request for explosive ordnance disposal (EOD) support with the 52d Ordnance Group (EOD) for CWM projects.
- s. Ensures compliance with UXO procedures and the contractor's work and site safety and health plans by providing on-site OE safety specialists at all CWM response activities.

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t. Provide technically qualified personnel to serve on
USACE, DA, and DOD boards/committees on matters pertaining to CWM
(when requested).